Overview
This business process guide demonstrates how to create a Job Opening and Job Posting for tenure track faculty positions. The Department of Academic Affairs creates the Job Opening and Job Posting and notifies the hiring department. Once a Job Posting is published on the internal and external Careers website, applicants can start applying for that job.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Create the Job Opening
Navigate to PeopleSoft login page

The PeopleSoft login page displays.
1. Enter your NetID and Password
2. Click Sign In

The Main Menu displays.

Menu
Search:
East Bay HR
Self Service
Manager Self Service
Time and Labor
Curriculum Management
Navigate to Recruiting > Create Job Opening

The Primary Job Opening Information page displays.

3. Select the Faculty option from the Job Family field drop down menu and click the Continue button

4. Select one of the options from the Position Number field drop down menu and click the Continue button
The page will display a Job Code and Posting Title which will automatically populate after choosing a Position Number.

5. Click the Continue button.

The Job Opening page displays.

Note: Most of the data defaults from the information based on the position number that was entered. Enter the remaining data as shown on next page.

The Created By field defaults with the EmplID of the person who is creating the Job Opening.
11. **Establishment ID**: Enter HAY

12. **Status Code**: Select Open

13. **Status Reason**: Select the appropriate reason. In most cases the reason will be New Authorization

14. **Encumb. Dt**: Select Authorization Date

   Note: Review the Position, Employee Being Replaced, Additional Job Specifications, and Salary Information sections. In most cases you do not need to make any changes to data in these sections.

15. **Screening Questions**: Select US Eligible (Question ID 1002) and Felony Conviction (Question ID 1001)

   Note: You may click the Save & Open button anytime to prevent loss of any data in case you need to stop or get interrupted.

16. Click the Hiring Team hyperlink
Add Hiring Team information
This section demonstrates how to add search committee/hiring team information to the Job Opening. The hiring team information must be added before any applicants (job applications) are routed to the hiring team.

The Hiring Team page displays.

Note: This Hiring Team page is very critical because individuals added on this page are given access to the routed job applications.

If you have the names of the Search Committee/Hiring Team members, you can enter them now or you can enter them later before routing job applications.

1. Enter the **Recruiter’s name**, this is the name of the Academic Affairs representative or HR Manager responsible to oversee this recruitment
   
   **Note:** All the Name fields on this page require you enter the exact legal names of the members as they are listed in PeopleSoft.

2. **Hiring Managers**: Enter the name of the Hiring Manager (College Dean or Department Chair whom this position will report to). If a name is entered before the Job Posting is created, he/she will receive an automatic email indicating that the job opening has been posted.

3. **Interviewers**: Enter the name(s) of the people in the Search Committee/Hiring Team. Click the **Add Interviewers** hyperlink to add more rows.

4. **Interested Party**: You can enter the name of the Interested Party if there is one.
Note: You cannot add an external person (non-CSUEB employee) as an Interested party.

Note: When entering a Name, the field may turn red. This means there are duplicate names in the database or the name you entered is not correct legal name. An error message will display stating that you need to use the lookup (prompt) button/icon.

You may click the trash icon to remove a name from the hiring team.

5. Click the magnifying glass icon

The Look Up page displays.

Note: It is critical that you select the correct employee id/name of the actual person on the Search Committee/Hiring Team. If you select the wrong name/id, you will give access to the routed job applications to the wrong person and the actual person on the hiring team will have no access.

6. If you cannot find the correct name/id or are unsure of the legal name of any of the hiring team members, open a new window and do a CSUID Search to find the correct employee name/id

7. Click the Save & Open button

Note: You may click the Save & Open button anytime to prevent loss of any data in case you need to stop or get interrupted.
8. Click the Postings hyperlink

Create the Job Posting

This section demonstrates how to create a Job Posting and publish it on the internal and external Careers website. Before creating the Job Posting, the Job Opening must be opened as shown in the previous section. After creating the Job Posting, Academic Affairs notifies the hiring department and applicants can start applying for the job based on the posting date.

The Job Postings page displays.

1. Click the Add Job Postings hyperlink in the Job Postings section
The Posting Information page displays.

1. Change the Posting Title as applicable

2. Add the standard Description Type sections, such as About CSUEB and EEO Statement. Select the default Description ID from the drop-down menu

3. Modify any other sections as applicable

   Note: The sections on this page can be in any order. When this posting is published on the Careers website, each section will display based on the pre-set order defined in PeopleSoft. See the Preview page to see how the order of each section appears.

4. The Visible field must be Internal and External for all sections

5. Click the Spell Check icon to review the spellings

6. Click the Preview button to review how the Job Posting will display on the Careers website
The Preview page displays.

Note: There might be no spacing between each section of the job description, but when it is posted on the Careers website, the spacing will be accurate.

8. Click Return to Previous Page hyperlink

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Job Title:  
Job ID: 3238  
Location: Cal State East Bay  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

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About CSU East Bay
The California State University, East Bay, main campus is located in the hills overlooking the San Francisco Bay. The University has an educational center in Concord and a professional development center in Oakland. Founded in 1967, Cal State East Bay is one of 23 universities of the California State University system (CSU). The university, with an enrollment of over 13,000 students, is noted for its excellence in applied education as well as for the beauty of its campuses and proximity to all major Bay Area cities. The campus community benefits from an increasingly multicultural environment and maintains a strong commitment to diversity.

Department Statement
The function of the Administrative Applications department is to manage and support all Information Technology initiatives in the Administration & Finance division, and across campus as appropriate.

Responsibilities
This position is responsible for analyzing existing business processes associated with technology, developing and delivering documentation and training to end users as it relates to the technology and supporting users with software-related processing issues. The incumbent will work with functional business leads, analysts, and administration and database staff to facilitate design and development of local software customizations, as well as all aspects of software implementations and upgrades.

Under limited supervision, the incumbent will serve as a subject matter expert for one or more PeopleSoft modules as well as other software used in the division. The incumbent must know the software intimately and be able to troubleshoot and resolve user problems. They must be proactive in their approach in order to create processes that best utilize the software, and to be aware of potential problems that may occur. As the Senior Software Analyst/Trainer, the incumbent may also lead/manage projects and provide guidance on analysis, testing and implementation methods to Software Analysts/Trainers. The incumbent may also act as the first level of escalation for service desk tickets for other members of the team.

Specific responsibilities include, but are not limited to, supporting all HRIS environments, including production, re-engineering workflows processes, conducting gap analysis, prototyping/configuration; working with end-users and internal customers to ensure the integrity of the system and data in the system, system testing, managing conversions, interfaces, and reports; and providing knowledge transfer and training for project team members, end-users, and the campus community. The incumbent will also be responsible for gathering functional system requirements for all related activities. The incumbent must be able to adapt to change and be proactive.

Requirements
Substantial work experience in business process analysis, training, and support as it relates to software implementations and upgrades plus a bachelor's degree is required. An equivalent combination of education and relevant experience is acceptable. Excellent organizational/project management skills, strong analytical skills and ability to understand and troubleshoot system issues. Ability to work both independently and within a team environment when required. Strong facilitation and presentation skills and the ability to influence and collaborate with a decentralized customer base. Familiarity with Oracle/PeopleSoft products and/or functional experience in system implementations. Experience with Human Resources systems is preferred. Excellent interpersonal, oral and written skills as well as a commitment to the principles of diversity and multiculturalism.

Salary
The starting salary will be commensurate with experience and may be up to $81,502 per year.

How To Apply
In addition to the standard CSUEB application, please submit a letter of application, resume, and a list of references that have been in a position to evaluate your professional work. To apply online, please go to www.csueastbay.edu/jobs.

EEO Statement
CSUEB is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

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Return to Previous Page  Switch to Internal View
The Posting Information page displays.

9. Scroll down to the **Job Posting Destinations** section. This section allows the job posting to be published on the Careers website for applicants to see and start applying for this job.

10. Click **Add Posting Destinations** hyperlink to add a second row. Two rows are needed for posting on the internal and external Careers website.

11. **Destination:** Select **Internet** for both rows.

12. **Posting Type:** Select **Internal** for one row and **External** for another row. You can enter this in any order.

13. **Post Date:** Select the date you wish to publish this job posting on the internal and external Careers website. You may choose a future date.

   *Note: Relative Open Date, Remove Date and Posting Duration are not used by CSUEB.*

14. Click the **OK** button.
The Job Postings page displays.

15. Click the Save hyperlink if you are ready to publish this Job Posting on the Careers website for internal and external applicants based on post date.

16. Verify if this posting is correctly showing up on the internal Careers website by navigating to Self Service > Recruiting Activities > Careers.

Note: If you notice an error or spelling mistake on the actual job posting on the Careers website, you can return to the Job Opening Postings page and correct it. Save your data again so it will automatically publish the updated job posting on the Careers website.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).